USDAA Policies & Procedures

Statement of Policy on Scorekeeping & Reporting Procedures

Effective: September 30, 1996

This policy and procedures statement sets forth the mandatory process for scorekeeping and reporting that is conducive for providing –
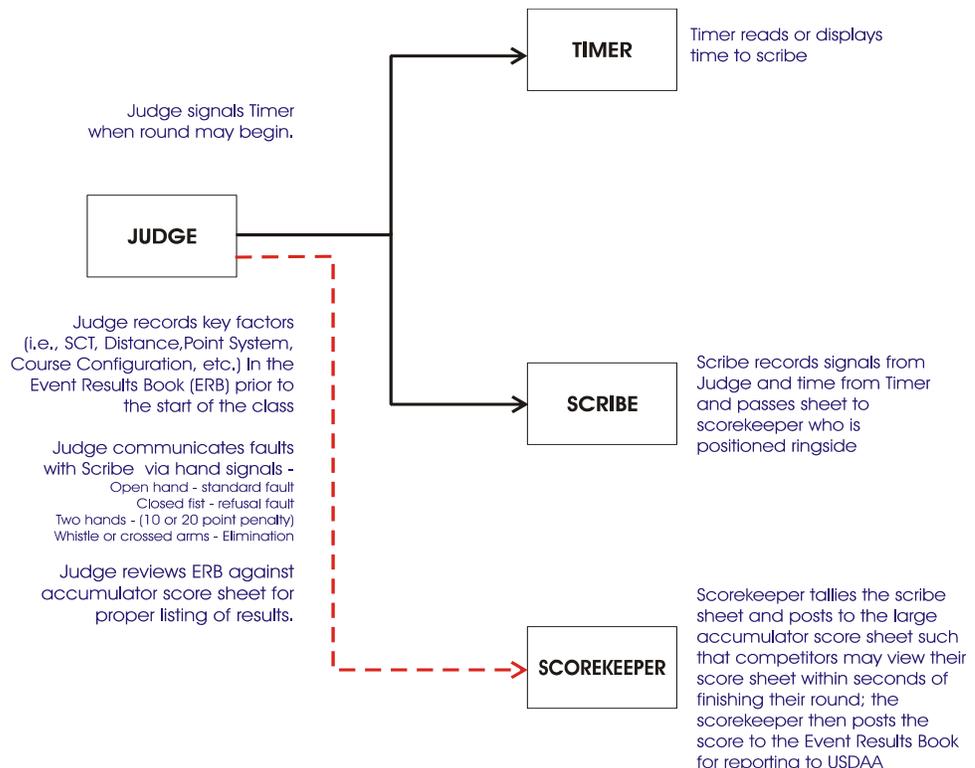
- Consistency in the scorekeeping process from event to event
- Efficient operation of scorekeeping and ring operations at the event
- Timely posting of scores following a round
- Optimum use of personnel in ring administration
- Provide for the timely query of errors at the event level by a competitor
- Minimize likelihood of error in the reporting process from scribe sheet to USDAA office.

These procedures were adopted following a two year study of procedures in use by affiliated groups in the scorekeeping process and a review of the resulting errors that stemmed from the use of a variety of methods for scorekeeping and reporting of scores, including computers. Use of computers was the number one source of errors in the reporting process and number one source of delay in the announcement of scores at events.

The process defined in this statement eliminates the majority of errors that were occurring in the reporting process and improves the efficiency of ring operation such that competitors can have ready access to scores as they leave the ring so that they may review and challenge a score immediately following their round, if a problem is noted. Further, the prescribed system eliminates problems associated with print delays, electrical needs and problems of power loss, weather and other risk factors that arise from the use of computers. As such, *computers are NOT permitted for scorekeeping at an event except for the accumulation of scores for Team tournament overall results*; and in this case, the manual process is still required for the individual classes. The objective of consistency of the scorekeeping process from one event to the next should not be underestimated. Following is a flowchart of the required methodology for scorekeeping and reporting:

As a result of implementation of this process, *it is required that the*

TIMER — Timer reads or displays time to scribe

Judge signals Timer when round may begin.

JUDGE

Judge records key factors (i.e., SCT, Distance,Point System, Course Configuration, etc.) In the Event Results Book (ERB) prior to the start of the class

Judge communicates faults with Scribe via hand signals -
Open hand - standard fault
Closed fist - refusal fault
Two hands - (10 or 20 point penalty)
Whistle or crossed arms - Elimination

Judge reviews ERB against accumulator score sheet for proper listing of results.

SCRIBE — Scribe records signals from Judge and time from Timer and passes sheet to scorekeeper who is positioned ringside

SCOREKEEPER — Scorekeeper tallies the scribe sheet and posts to the large accumulator score sheet such that competitors may view their score sheet within seconds of finishing their round; the scorekeeper then posts the score to the Event Results Book for reporting to USDAA

Scorekeeper be positioned ringside at each performance ring to provide accessibility and efficiency in communications with the judge, scribe and timer, all of whom form an "operational team". In positioning a scorekeeper ringside, the host group must provide for shelter, such as a 10'x10' tent to protect from wind, rain or other inclement weather should it arise. *The group must view that positioning a scorekeeper ringside near the exit gate is an essential part of their pre-event logistical planning.*

To facilitate the coordination of effort between the scribe and scorekeeper, the group should assign an entry and exit gate such that the scorekeeper can be positioned nearest the exit gate, but also may be within arm's reach of a scribe, to prevent the need for a runner, thus eliminating the need for an additional volunteer. The positioning of the ring gates should be communicated to the judge well ahead of the event in order to facilitate course design to accommodate the desired gate positions. The diagram at right shows two different possible configurations:
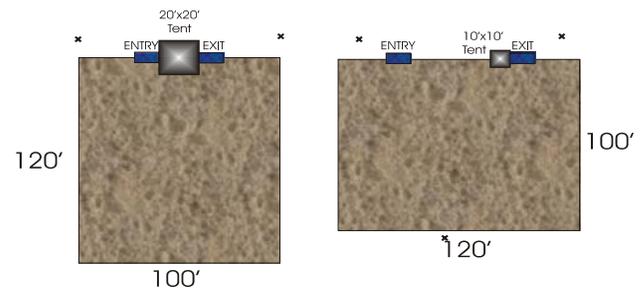
It is viewed that the scorekeeper role may be filled by one person, who will receive the scribe sheet from the scribe, tally the scribe sheet and post it to the accumulator score sheet in a timely fashion, such that the competitor who has just completed their round may view their score immediately so that a query of the judge (if any) can be made as soon as possible. The scorekeeper would then be free to post the score to the ERB for reporting the official score to the USDAA office. (Note: Consult the instructions for the ERB for more details on what scores are to be recorded). Alternatively, an assistance scorekeeper could be responsible for posting to the ERB from the Scribe sheet and checking the running order list to assure all scribe sheets are accounted for and the number of dogs actually competed in a class being recorded on the ERB. Once a class is complete, the awards may be distributed ring side or at a central location. A group should protect the scribe sheets, ERB's from general access, but the accumulator sheet may be posted in a central posting area following completion of a class after the ERB class page for that class has been completed.

When a team tournament is held, which requires the accumulation of scores from five classes, a separate accumulation scorekeeper or the event secretary should be assigned for the responsibility of accumulating overall team scores. This will keep that process from interfering with the ongoing ring operation, and a computer may be utilized for this purpose, since it does not potentially delay results posting for competitors.

Judge Responsibilities in the Scorekeeping and Reporting Process

The judge plays an integral part in the scorekeeping process by judging each round; however, their responsibility extends far beyond that. Judges are charged with the responsibility –

- to see that all members of their "operational team" are assembled and in position as defined before the start of a class. Crucial team members include the scorekeeper, scribe, timer and gate steward.
- to measure the course distance and establish standard course times, when applicable, or otherwise set course performance times
- to record vital judging criteria and components in the ERB's prior to the start of a class. The judge alone is responsible for completing the judging information at the top of a class page in the ERB. This includes course distances and times, point accumulation times, course configurations, and gamble descriptions, which are an essential part of the scoring process. (The number of competitors entered and the number of competitors actually running may be completed by the scorekeeper.)

In any of these cases, *a class should not begin* without these tasks being complete and the crucial "operational team" members being in position and ready to work.

In addition, the judge has the responsibility to –

- brief and periodically check-in at the scorekeeping desk to be certain things are going as they should
- review the ERB following a class to determine that the class page is complete, and
- spot check award winners and scores listed in the ERB for obvious errors (e.g., score of 5 faults being marked "Q" in standard agility class, score of 36 points earning a Q in snooker, etc. proper competitor is listed as first, second and third place winners).

This judge's review process should not take more than two or three minutes if approached logically and reviewed with the scorekeeper immediately following the class. Should errors be noted, expansion of the review may be warranted. *A judge must place priority on this task as an important part of their assignment responsibilities.*

IN FULFILLMENT OF THESE REQUIREMENTS, HOST GROUPS MUST RECOGNIZE THAT THE PROCESS SET FORTH IN THIS STATEMENT TAKES INTO ACCOUNT IMPORTANT CHECKS AND BALANCES REQUIRED TO MINIMIZE CHANCE OF ERROR IN THE RECORDING OF SCORES FROM START TO FINISH (I.E., FROM DOG RUN TO RECORDING ON THE USDAA RECORDS). NO DEVIATION FROM THIS PROCESS IS PERMISSABLE, AS ANY DEVIATION SERVES TO UNDERMINE THE ACCURACY AND INTEGRITY OF THIS SYSTEM.